

## Application for Residential Tenancy

Unit(s) applying for \_\_\_\_\_

### PERSONAL INFORMATION

Name of applicant(s) (include middle initial) \_\_\_\_\_

Current address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail (optional) \_\_\_\_\_

Names of other persons to occupy apartment:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Emergency contact person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

### RENTAL HISTORY

Current landlord \_\_\_\_\_

Phone \_\_\_\_\_ Length of time at this address \_\_\_\_\_

Previous street address \_\_\_\_\_

Previous landlord \_\_\_\_\_

Phone \_\_\_\_\_ Length of time at this address \_\_\_\_\_

Previous street address \_\_\_\_\_

Previous landlord \_\_\_\_\_

Phone \_\_\_\_\_ Length of time at this address \_\_\_\_\_

Have you been to court for eviction *during the last two years?* (circle one) Yes No

If yes, did a judge order you to move as a result? (circle one) Yes No

Explanation/comments: \_\_\_\_\_

### CREDIT HISTORY

Please consider providing any of the following:

☐ Social Security Number \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Individual Taxpayer Identification Number \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Date of birth (month and day only) \_\_\_\_/\_\_\_\_

☐ A copy of your credit report obtained from a nationwide consumer reporting agency in the last 30 days

☐ Other \_\_\_\_\_

**IMPORTANT NOTICE TO APPLICANT(S) ABOUT YOUR RIGHTS:** In accordance with state and local fair housing law, the above information is requested solely for the purpose of obtaining accurate information about your credit history and/or rental history. These pieces of information can help ensure that the information obtained pertains to the applicant and not to another person with a similar name. **Disclosure of Social Security Number or date of birth is strictly voluntary. This application shall not be rejected based on your decision to decline to provide a Social Security Number or information about your age, unless such disclosure is required by state or federal law.** If disclosure of Social Security Number is mandated by state or federal law, the landlord shall notify the applicant here \_\_\_\_\_ of the specific state or federal statute which mandates such disclosure (MGO 32(16)).

(over)

**FINANCIAL HISTORY****Income**

Source	Amount	Person to contact for verification	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Bank references**

	Name of bank	Address	Account number
Savings	_____	_____	_____
Checking	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____

**Loan and credit payments**

Type of loan/credit	Amount paid monthly	Institution	Phone number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**MISCELLANEOUS**

**Pets are/are not** (landlord circle one) **allowed**. Number and type of pet owned by applicant: \_\_\_\_\_

**Smoking is/is not** (landlord circle one) **allowed in the rental unit**.

I certify that the information on this application is correct to the best of my knowledge. I give the landlord permission to verify all information on this application. I understand that any misrepresentation made on this application is reason for the application to be rejected. Upon submitting this application, I have paid an earnest money deposit of \$ \_\_\_\_\_. I authorize the landlord to take up to \_\_\_\_\_ days (not to exceed 21) to process my application and return or credit my earnest money to my rent or security deposit by the end of the next business day after a decision is made or the days allowed expire.

**Notice to Applicant: Do you wish to receive a written explanation of a denial of tenancy?**  
(circle one and initial) Yes No Initials \_\_\_\_\_

Applicant Signature _____	Date _____
Applicant Signature _____	Date _____
Applicant Signature _____	Date _____
Applicant Signature _____	Date _____

**For Landlord Use Only****Verification of Rental History**

Current landlord: Name _____	Phone _____	Date verified _____
Previous landlord: Name _____	Phone _____	Date verified _____
Previous landlord: Name _____	Phone _____	Date verified _____
Eviction records: Date verified _____		

**Verification of Financial Information**

Institution: Name _____	Date verified _____
Institution: Name _____	Date verified _____
Institution: Name _____	Date verified _____
Credit report: Date requested _____	Date obtained _____
	Date reviewed _____

**Application** ☐ Approved ☐ Not Approved Initials and Date \_\_\_\_\_

**Notification of reason for denial sent** ☐ Yes ☐ No Initials and Date \_\_\_\_\_

**Reason for Rejection:** \_\_\_\_\_